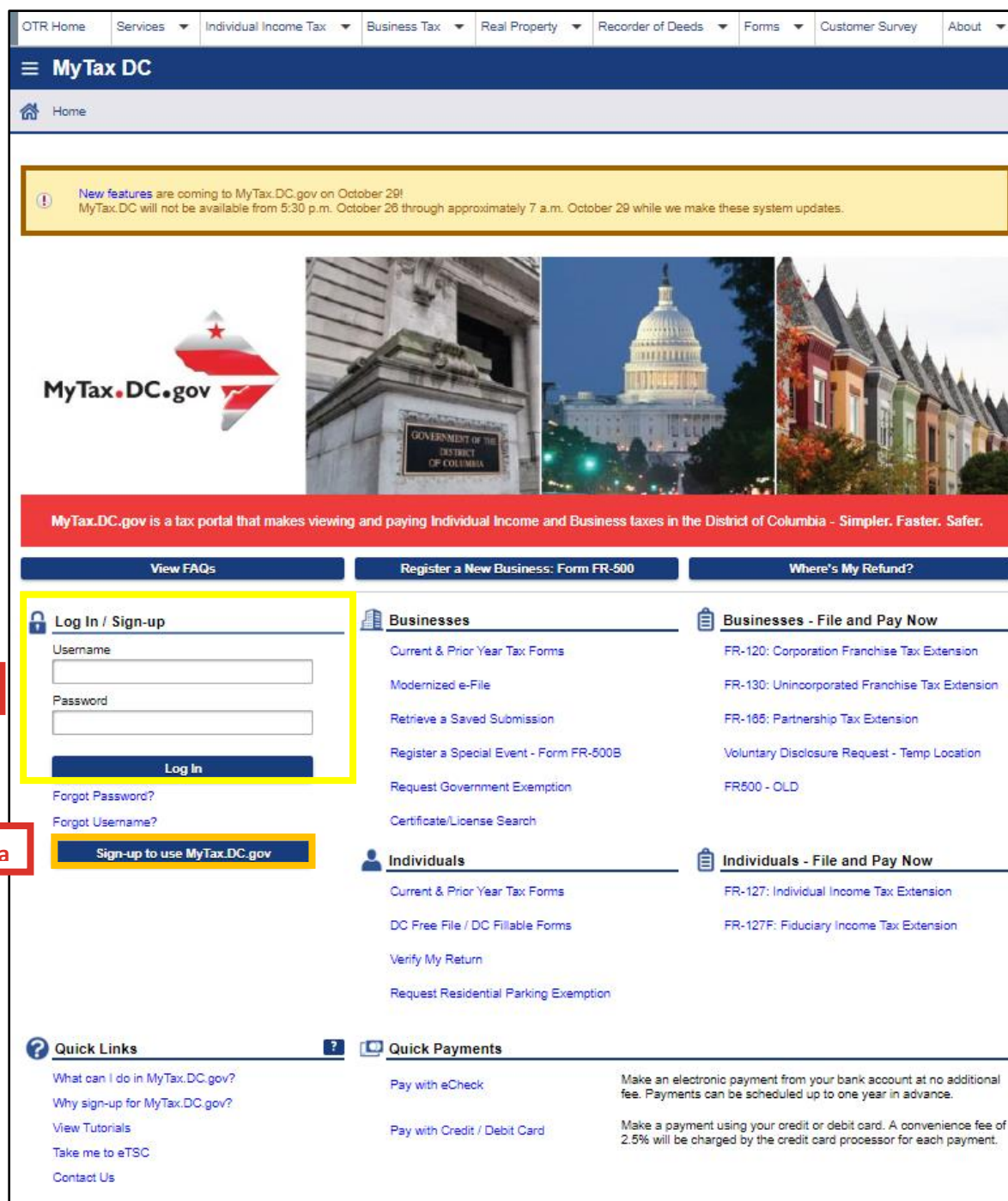


MyTax.DC.gov User Guide:

How to Request/Obtain a Motor Fuel Bond

Learn how to request a Motor Fuel bond via [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.

Note: A District of Columbia Motor Fuel License application cannot be completed without an executed bond.



The screenshot shows the MyTax.DC.gov homepage. A red box labeled '1' highlights the 'Log In / Sign-up' section. Within this section, a red box labeled '1a' highlights the 'Sign-up to use MyTax.DC.gov' link. The 'Log In / Sign-up' section includes fields for Username and Password, a Log In button, and links for 'Forgot Password?' and 'Forgot Username?'. The 'Sign-up to use MyTax.DC.gov' link is located below the login fields. The homepage also features a navigation bar at the top with links to OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. A banner below the navigation bar states: 'New features are coming to MyTax.DC.gov on October 29! MyTax.DC will not be available from 5:30 p.m. October 28 through approximately 7 a.m. October 29 while we make these system updates.' The main content area is divided into three columns: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The 'View FAQs' column contains the 'Log In / Sign-up' section. The 'Register a New Business: Form FR-500' column contains links for 'Businesses' (Current & Prior Year Tax Forms, Modernized e-File, Retrieve a Saved Submission, Register a Special Event - Form FR-500B, Request Government Exemption, Certificate/License Search) and 'Individuals' (Current & Prior Year Tax Forms, DC Free File / DC Fillable Forms, Verify My Return, Request Residential Parking Exemption). The 'Where's My Refund?' column contains links for 'Businesses - File and Pay Now' (FR-120: Corporation Franchise Tax Extension, FR-130: Unincorporated Franchise Tax Extension, FR-165: Partnership Tax Extension, Voluntary Disclosure Request - Temp Location, FR500 - OLD) and 'Individuals - File and Pay Now' (FR-127: Individual Income Tax Extension, FR-127F: Fiduciary Income Tax Extension). At the bottom, there are 'Quick Links' (What can I do in MyTax.DC.gov?, Why sign-up for MyTax.DC.gov?, View Tutorials, Take me to eTSC, Contact Us) and 'Quick Payments' (Pay with eCheck, Pay with Credit / Debit Card, Make an electronic payment from your bank account at no additional fee. Payments can be scheduled up to one year in advance. Make a payment using your credit or debit card. A convenience fee of 2.5% will be charged by the credit card processor for each payment.).

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
 - a. If you do not have a [MyTax.DC.gov](https://mytax.dc.gov) account, click **Sign-up to use MyTax.DC.gov** to register for an account (click [here](#) to access the “How to Sign up for MyTax.DC.gov” user guide).

MyTax DC Welcome, FELTY AUTOS Settings Log Off

Home

Ligon

FELTY AUTOS
username@dc.gov
+1 (202) 000-0000
Last logged on 02-Oct-2018
Balance: \$2,526.12

Alerts

There is 1 unread message
Add your NAICS Code

I Want To More...

View My Web Profile
Send OTR a message
View FAQ's
Manage payments and returns
Register a New Tax Account
Go Paperless

2 Accounts Submissions Correspondence Names and Addresses Exemptions Logons

Accounts View Accounts

Filter

Motor Fuel	370-001301038	FELTY AUTOS	\$2,526.12
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Register a New Tax Account

2. In the user profile, under the **Accounts** tab, click the **Motor Fuel** hyperlink to submit your request.

Motor Fuel Welcome, Test2 Settings Log Off

Home > Motor Fuel

Account

FELTY AUTOS
00025-76084
Motor Fuel
370-001301038
Balance: \$2,526.12

Account Alerts

File return for 31-Dec-2017
There is 1 unread message

3 **I Want To** More...

Request to Close Account
Make a payment
Manage payments and returns
Request a Motor Fuel Bond
Apply for a Motor Fuel License
Request a Penalty Waiver

Periods Submissions Correspondence Names and Addresses Logons

Periods View Periods

28-Feb-2018	\$2,526.12	Processed	Make Payment
31-Jan-2018	\$0.00	Pending	
31-Dec-2017	\$0.00	File Return	

3. Under **I Want To**, click the **Request a Motor Fuel Bond** hyperlink.

Motor Fuel Bond

Welcome, tester Settings Log Off

Home > Confirm Access > Motor Fuel > Motor Fuel Bond

1. Estimate Bond

4

Estimate Bond

Bond Estimate

Please estimate the bond amount in the provided area below. The number must range from \$5,000 to \$100,000 USD and be a multiple of 500.

Note: A Motor Fuel License application cannot be completed without an executed bond.

Is this Bond Form for July 2017 - June 2018?

No Yes

Bond Amount

\$5,000.00

Cancel

4a

Submit

4. If the **Estimate Bond** page appears, enter your Bond Estimate in the space provided. New applicants have an option to request a Bond for the current licensing year. If the above question is not visible (highlighted in purple), you do not need to change the year. This is only available for new importers who need a license after the July 1st filing period.

*Current License Year is only visible between July 1st and June 30th.

Note: The number must range from \$5,000 to \$100,000 USD and be a multiple of 500.

- a. Click **Submit**.

1. Tax Summary

5 Tax Summary

Please review the information below and ensure that it is correct. If you identify any discrepancies, please contact the Office of Tax and Revenue's (OTR) e-Services Unit at (202) 759-1946, or you may send an e-mail to e-Services.otr@dc.gov regarding your previous tax returns. Submission of this form will generate your Motor Fuel Bond.

By submitting this form, you are agreeing that the below information is accurate.

FILING PERIOD	TAX DUE
31-Mar-2017	36,687
30-Apr-2017	36,687
31-May-2017	36,687
30-Jun-2017	36,687
31-Jul-2017	36,687
31-Aug-2017	36,687
30-Sep-2017	36,687
31-Oct-2017	36,687
30-Nov-2017	36,687
31-Dec-2017	36,687
31-Jan-2018	36,687
28-Feb-2018	3,670

12 Rows

Calculated Bond Amount

\$100,000.00

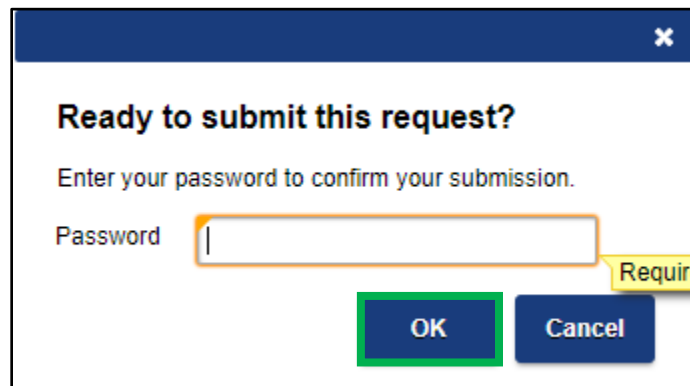
Cancel

5a

Submit

5. If the **Tax Summary** page appears, review your previous tax returns. The **Bond Amount** will be calculated using those values and displayed at the bottom of the screen. If there are any discrepancies, please send a direct message to the e-Services Unit by clicking **Send OTR a message** under **I Want To** in your profile.

b. Submit.



Ready to submit this request?

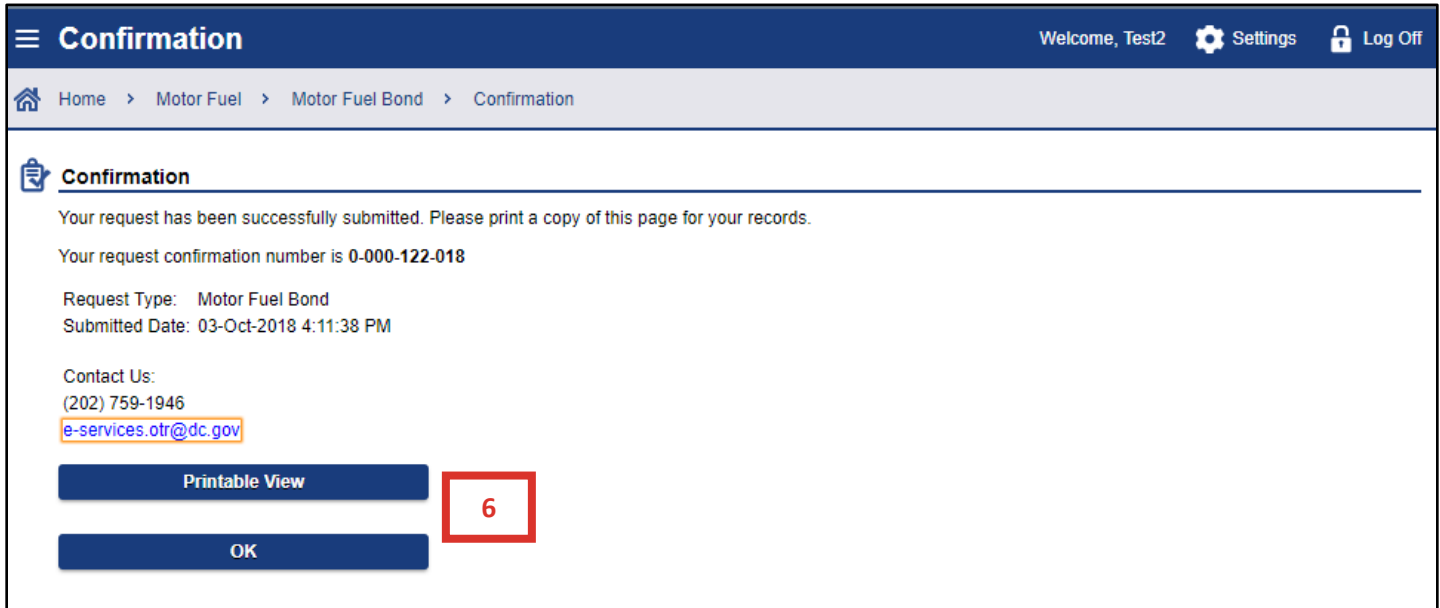
Enter your password to confirm your submission.

Password

Required

OK Cancel

5. In the **Ready to submit this request?** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
 - a. Click **OK**.



Confirmation Welcome, Test2 Settings Log Off

Home > Motor Fuel > Motor Fuel Bond > Confirmation

Confirmation

Your request has been successfully submitted. Please print a copy of this page for your records.

Your request confirmation number is **0-000-122-018**

Request Type: Motor Fuel Bond
Submitted Date: 03-Oct-2018 4:11:38 PM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov

Printable View OK

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6. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.